

DELAWARE DEPARTMENT OF JUSTICE
CASUAL/SEASONAL JOB OPENING

This is a Casual/Seasonal position (in order to be in compliance with the Delaware code and provisions of The Affordable Care Act; work hours are to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.

Opening Date: November 27, 2018

Closing Date: January 4, 2019

CASUAL/SEASONAL PARALEGAL
Felony Screening Unit, Criminal Division, New Castle County

Job Responsibilities and Duties:

This Paralegal will provide general paralegal support to Deputy Attorneys General in the Felony Screening Unit, Criminal Division, in New Castle County. Primary responsibility is to provide paralegal support by conducting intakes for primarily felony-level cases. The intake process includes meeting with the arresting officer, identifying and gathering all necessary evidence, and preparing a summary of the case. The paralegal is responsible for reviewing, analyzing and drafting legal documents. Paralegal will maintain files, prepare litigation documents and investigate case-related issues and facts and will coordinate research, investigative reports and case preparation for the Deputy Attorneys General. Applicant must demonstrate strong organizational and computer skills and be able to work accurately and independently within strict time constraints with a minimum of direct guidance and supervision.

Minimum Qualifications:

No less than five (5) years of employment with the Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.